

Summer Food Service Program (SFSP) First Week Site Visit Form

Instructions: SFSP sponsors must complete and maintain a “First Week Site Visit” form for each **required** site visit conducted during the first week of SFSP operation. This does not replace the required four-week reviews.

*Document only **one** first week site per form.*

Sponsor name: _____

Date of review: _____

Site name: _____

Site number: _____

Address: _____

Monitor’s arrival time: _____

Phone: _____

Monitor’s departure time: _____

Site supervisor: _____

Other site staff interviewed: _____

Areas for discussion	Notes and observations
Has the site supervisor attended a training session? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are meals being counted and signed for? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are all required records being completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are meals served as second meals excessive? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do meals meet the meal pattern requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there proper sanitation/storage? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the site supervisor following established procedures to make meal order adjustments? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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Areas for discussion	Notes and observations
Are meals served at the time approved by the CSDE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are all meals served and consumed on-site? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note: Indicate if sponsor allows children to take fruits, vegetables, or grains off site.</i>	
Is each meal served as a unit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any problems with delivery? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there documentation of children's income eligibility, if applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the "And Justice for All" poster provided by the sponsor on display in a prominent place? <input type="checkbox"/> Yes <input type="checkbox"/> No	

List any problems noted during the visit and any corrective actions initiated to eliminate the problems:

I certify that the above information is correct.

Monitor's signature

Date

Site supervisor's signature

Date

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For information on the SFSP, visit the CSDE's [SFSP](#) webpage or contact the [Summer Meals staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Site_Visit_Form_SFSP_First_Week.pdf.

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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